



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OSMA-05-001 (SH)

JOB TITLE: Security Specialist, GS-080-13

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 01/03/05

CLOSING DATE: 01/14/05 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: None

STARTING SALARY: GS-13, \$72,108 pa

Security Specialist, GS-080-13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Security, Washington, DC.

DUTIES: The incumbent serves as a security specialist of the physical security program conducting surveys and analyses to identify vulnerabilities, as well as to devise protection systems to provide for maximum security and safety of CSOSA facilities and personnel. Coordinates agency-wide policies and procedures relating to personnel, physical, information and other security programs as necessary. Assist in the supervision and monitoring of the Protective Service Officers at all agency owned or operated facilities and ensures that post orders have been prepared. Ensures that Officers are compiled with, trained and can operate all the access control, Closed Circuit Television (CCTV), metal detectors, hand wands and other peripheral equipment. Conducts the adjudication of investigations into the suitability of both employees and contracts for employment. Develops systems designed to determine access and control dissemination of a variety of information related to CSOSA programs. Develops and presents training on a variety of security topics.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in, or directly related to, the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Specialized experience regarding this position is experience in ensuring that appropriate security measures are integrated into new, old or renovated facilities during the development process and upon completion of the project. Such specialized

experience also includes conducting continual surveys of all offices and facilities to determine the need for addition security services and makes appropriate recommendations; and include the reviewing, evaluating and adjudication of reports of investigations, personnel files and other records to determine whether to grant, suspend or deny federal government employment approval.

Time-in-grade restrictions apply for current Federal employees. You must have one year equivalent to at least the GS-12 level to be eligible for the GS-13 level. Candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for their final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

1. Skill in the concepts, principles and practices of conducting surveys and analysis to identify threats, and vulnerabilities to Agency facilities to determine appropriate countermeasures or protection systems.
2. Extensive skill in personnel security, including policy development and evaluation.
3. Skill in using a wide range of security techniques and approaches, as well as new and evolving trends in security program development and administration.
4. Ability to communicate in writing to develop policies and prepare various reports.

On a separate sheet of paper, address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, self-development activities that relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Veterans must submit their DD-214 as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all

qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.